

India HIV/AIDS Alliance (Alliance India)

invites talented professionals to consider joining our team in Delhi as Consultants

Consultant: Documentation & Knowledge Management

No. of Positions: 01
Location: Delhi
Duration: June 2026 - September 2026
(extendable subject to program needs and performance)

About Alliance India:

India HIV/AIDS Alliance (Alliance India) is a diverse partnership that brings together committed organisations and communities to support sustained responses to HIV in India. Complementing the Indian national programme, we work through capacity building, knowledge sharing, technical support, and advocacy. Through our network of partners, we support the delivery of effective, innovative, community-based HIV programmes to key populations affected by the epidemic.

Alliance India works through NGO and CBO partners to support efforts that sustainably impact HIV. We place communities at the center and work to ensure that vulnerable and marginalised people are meaningfully involved in all aspects of our response, including sex workers, men who have sex with men, people who inject drugs, transgender individuals, and people living with HIV. Our programming and policy efforts are driven by evidence of what works; quality and accountability are core priorities in our interventions, technical support and grant management.

We are certified as a “Great Place to Work” a coveted certification that endorses and promotes a high-trust, high-performance work culture.

To learn more about our organisation, please visit our website: www.allianceindia.org

About the Assignment:

Alliance India is implementing a focused intervention in Mumbai to strengthen HIV prevention and care outcomes in line with NACP-V (2021–2026) and national goals of achieving 95–95–95.

Reporting & Coordination

- Reports to: Director: Programmes
- Will coordinate with:
 - Coordinates with Alliance India national and state teams
 - SACS, DACS, ART Centres, ICTCs, CSCs, TI partners, community-based organizations
 - donor agency.

Purpose of the Assignment:

Support systematic documentation, knowledge management, dissemination of best practices, success stories, lessons learned, innovations, and transition planning processes.

Key Responsibilities

The consultant will be responsible for the following:

- Develop and implement a documentation and knowledge management plan.
- Document best practices, innovations, and successful interventions.
- Develop success stories, case studies, and field narratives.
- Document lessons learned and implementation challenges.
- Lead documentation of transition planning and sustainability initiatives.
- Develop thematic and state-wise knowledge products.
- Collect qualitative information through field visits and stakeholder consultations.
- Prepare technical briefs, concept notes, and learning documents.
- Maintain a centralized repository of project documents and knowledge products.
- Support donor reports, annual reports, presentations, and dissemination materials.
- Facilitate internal knowledge-sharing and learning sessions.
- Develop newsletters, factsheets, and communication materials.
- Ensure quality assurance of all documentation products.
- Support documentation of trainings, mentoring activities, and technical assistance.
- Prepare minutes of the regular weekly/monthly meetings
- Perform other responsibilities assigned by Alliance India.

Major Deliverables:

The following are the key deliverables of the consultant to be completed during the assigned period.

- Knowledge Management Plan
- Monthly documentation reports
- Minutes of the meetings
- Best practice documents
- Success stories and case studies
- Lessons learned compendium
- Transition planning documentation
- Technical briefs and knowledge products
- Quarterly newsletters
- Knowledge repository
- Project summary reports

Qualifications, Experience & Skills**Qualifications**

- Postgraduate degree in Public Health, Social Sciences, Development Studies, Mass Communication, Journalism, English, Health Management, or related field.

Experience

- Minimum 5 years of experience in documentation, knowledge management, public health, development programs, or donor-funded projects.
- Excellent content development and writing experience

Skills & Competencies

- Excellent report writing skills
- Excellent reviewing and editing skills
- Experience in Qualitative research, stakeholder engagement
- Excellent knowledge in presentation development, and knowledge management skills.
- Ability to work collaboratively with program, facility, and community teams.

The position requires a strong commitment to HIV/AIDS and Sexual and Reproductive health and civil society initiatives in India and a demonstrated interest in engaging with relevant issues.

Alliance India is an equal-opportunity employer. Applications are welcomed and encouraged from women, and from people most affected by the epidemic and living with HIV and the members of the key population we work for.

As a matter of policy, Alliance India operates rigorous recruitment and selection procedures and checks.

The compensation package will be commensurate with qualification and experience. Interested candidates meeting the above criteria are requested to submit their application along with a cover note to recruit@allianceindia.org before the closing date. Please indicate the title of the position applied for in the subject line of your e-mail and mention your current payment details in the cover note.

Please indicate the title of the position applied for in the subject line of your e-mail and mention your current salary details in the cover note. Candidates who can join on a short notice will be more preferred.

The last date to apply for the position is 22nd June 2026

India HIV/AIDS Alliance

6 Community Centre, Zamrudpur, Kailash Colony Extension, New Delhi – 110 048

Tel: (011) 4536 7700

Email: recruit@allianceindia.org

Website: www.allianceindia.org

Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about subsequent selection procedures.